

DATA REQUIREMENTS DESCRIPTION (DRD)

1a DRD Title Total Compensation Plan 1.b Data Type: 1	2. Date of current version June 5, 2012	3. DRL Line Item No. MPIC-PM-04	RFP/Contract No. (Procurement completes) NNJ12414367L
4. Use (Define need for, intended use of, and/or anticipated results of data) To describe the offeror's approach to providing the quality of professional services needed for contract performance.		5. DRD Category: (check one) <input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References (Optional) FAR 52.52.222-46, "Evaluation of Compensation For Professional Employees" FAR 52.237-10, "Identification of Uncompensated Overtime" NFS 1852.231-71, "Determination of Compensation Reasonableness"	7. Interrelationships (e.g., with other DRDs) (Optional) MPIC-BM-01 MPIC-BM-02		
8. Preparation Information (Include complete instructions for document preparation) <p>SCOPE: The Total Compensation Plan will identify and discuss wages, salaries, and fringe benefits for professional employees and non-exempt service employees in all proposed labor categories, including those personnel subject to union agreements, the Service Contract Act, and those exempt from both of the above. The Total Compensation Plan will be required for both the prime and all subcontractors that meet the criteria in NFS 1852.231-71(d). The Plan will address the requirements of the Service Contract Act and commit to the compliance of all wage determinations. The compensation templates shall be provided in the cost volume.</p> <p>Upon approval, the Total Compensation Plan will become a part of the contract as Attachment J-7.</p> <p>CONTENT:</p> <ol style="list-style-type: none"> 1. Provide a discussion of the qualification criteria (education and experience) that is normally associated with the labor classifications identified. Explain how the Offeror's proposed compensation plan recognizes the differences in skills and complexities of varied disciplines as well as job difficulty. Discuss the consistency of the plan among the categories of labor being proposed. Differences between benefits offered professional and non-professional employees shall be highlighted. 2. Provide the Offeror's company's salary range/wage information for each labor classification identified. Salary ranges will also reflect the impact of employment tenure. Describe planned escalations for exempt and non-exempt employees. 3. Discuss the Offeror's company's fringe benefit policies and practices, including leave programs. Indicate any differences in fringe benefits among working groups. Inclusive of, but not limited to, address the Offeror's company policy on short and long term disability insurance, and life insurance, including information on the types of benefits offered, and the company share of premium costs. 4. Describe the Offeror's company policy on health insurance coverage, including information in the types of health insurance benefits offered, the company's share of premium costs, what co-pays are required, the deductibles, 			

the effective date of coverage, and the anticipated escalation of insurance costs. Also include the offeror's policy on assuming health insurance coverage for incumbent employees, including pre-existing medical conditions, and the Offeror's policy on spouse and family benefits.

5. Describe the Offeror's policy on retirement/savings plans, including how much the company provides toward the plan and information on vesting. Address escalation and employer/employee cost sharing ratios.
6. Discuss other salary payment policies, such as cost-of-living adjustments, overtime pay, holiday pay, and other premium pay anticipated.
7. If uncompensated overtime is proposed, it shall be in accordance with FAR 52.237-10, "Identification of Uncompensated Overtime". If proposed, the Offeror shall discuss the effects of uncompensated overtime on the Total Compensation Plan, and provide a discussion as to whether the uncompensated overtime is voluntary or involuntary. Describe the possible effects that uncompensated overtime will have on employee morale and retention. The Offeror will provide a copy of the company policy for uncompensated overtime with proposal.
8. The Offeror will describe incentives to motivate and reward performance and to encourage the retention of personnel. The Offeror will describe the policies, procedures, and experience related to these incentives.
9. Describe how wage/salary ranges were established. Supporting information will include data, such as recognized national and regional compensation surveys and studies of professional, public and private organizations used in establishing this proposed Total Compensation Plan. The Offeror shall provide written support to demonstrate that its proposed compensation is reasonable.
10. The Offeror shall describe their commitment for compliance with the Service Contract Act and all wage determinations. The Offeror shall include the rationale for any conformance procedures used or those Service Contract Act employees proposed that do not fall within the scope of any classification listed in the applicable wage determination.

FORMAT: Contractor's format is acceptable but must include the content listed above.

9. OPR: Contracting Officer

- 10. FIRST SUBMISSION DATE: DELIVERY:** First Submission: Due with proposal
Frequency of Submission: See below
Additional Submissions: Update and submit as the Total Compensation Plan changes

11. MAINTENANCE: Electronically

12. COPIES/DISTRIBUTION:

BT/Contracting Officer (1 electronic copy and 1 hard copy with signature)

GP/Contracting Officer's Technical Representative (1 electronic copy and 1 hard copy)

13. REMARKS: None